

# CV : MUHAMMED BAMARDOUF

## PROFESSIONAL SUMMARY

Energetic university student with a Bachelor of Science degree. Detail-oriented and motivated to stay on task, meet aggressive timelines, and accomplish goals. Effective team player and excellent written / verbal communication skills.

## EDUCATION

Bachelor of Science, Management, 2018 - 2021

**King Fahd University of Petroleum and Minerals** - Dhahran, KSA

- Major GPA: 3.64 / 4.00

## WORK HISTORY

**Intern**, 01/2021 to 06/2021

**Salem Balhamer Holding (SBH) Group** - Dammam, Saudi Arabia

- My position's title was "personnel and human resources affairs"
- Assisted my mentor in the HR department in making more than 50 job contracts for new workers
- Added 10 employees with their families to a medical insurance provider
- Used MS Excel to store and group the company's Mobily bills - around 100 - according to the functional departments
  
- Used three governmental websites - Muqem, General Organization for Social Insurance (GOSI), and Human Resources And Social Development (HRSD) - for issuing exit and entry visas, adding employees in social insurance, and transferring services for dependents

**Online training-oriented tasks (OTOT) intern**, 05/2020 to 08/2020

**King Fahd University of Petroleum and Minerals** - Dhahran, Saudi Arabia

- Collaborated in several business case studies with a team, which improved my communication, analytical, and adaptability skills
- Prepared a report and a presentation of a capstone project titled "Home-made Food Business"
- Completed 50 hours of online HR management courses from Coursera website, which offers online courses from top universities in the world.
- Gained expertise by completing 7 courses of KFUPM Learning Activities in Summer Session (KLASS) program
- Attended 8 webinars on different topics, such as "How to be an attractive new hire" and "COVID-19 and its impacts on e-commerce and consumer behavior"

**Summer Intern**, 06/2013 to 07/2013

**Saudi Aramco** - Dhahran, Saudi Arabia

- Taken courses in different fields (safety, English language, civil engineering, and mathematics)

## HOBBIES AND INTERESTS

- Listening to podcasts related to entrepreneurship on Google Podcasts - a website that has podcasts on different fields of knowledge -
- Reading books on self-development
- Taking online courses in my major field
- Taking online English conversation classes with native speakers

## CONTACT

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**Email:** muhammedbamardouf@gmail.com

## ACCOMPLISHMENTS

- Passed the TOEFL test with a score of 575 out of 677
- A member of the Association for Talent Development (ATD), which empowers professionals to develop talent in the workplace
- A member of the Toastmasters club, which improves my public speaking, communication, and leadership skills
- Volunteered in KFUPM 12th Volunteering Day, which improved my teamwork skills
- Completed a short course titled "Research Skills" offered through KFUPM Learning Unit

## SKILLS

- Excellent written and verbal communication
- Passionate and hardworking
- Good and adaptable team player
- Leadership and self-discipline

## CERTIFICATIONS

- Associate Professional in Human Resources - International (aPHRi) offered by Human Resource Certification Institute (HRCI), which is a U.S.-based credentialing organization offering certifications to HR generalists, administrators, and managers.
- Education First Standard English Test (EF SET) certificate - a certificate that shows my English level - B2 level (Upper Intermediate) -